



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

Canc: Sep 01

REFER TO:

COMSCNOTE 5061
N002
6 August 2001

COMSC NOTICE 5061

Subj: COMMANDER, MILITARY SEALIFT COMMAND CHANGE OF
COMMAND CEREMONY

Encl: (1) Sequence of Events & Ceremonial Scripts
(2) Change of Command POA&M Assignments
(3) Ceremony Diagrams

1. Purpose. To promulgate specific details and designate responsibilities for subject ceremony as discussed in reference (a).

2. Discussion. Vice Admiral Gordon S. Holder, USN, will be relieved by Rear Admiral David L. Brewer, III, USN.

a. Time/Date - 1000, 30 August 01

b. Location – Leutze Park, Washington Navy Yard. Inclement weather location is Sail Loft, Bldg. 112, Washington Navy Yard

c. Uniform

(1) Official Party/Participants - Full Dress White (*w/swords*)

(2) Color Guard - Officers: Full Dress White
Enlisted: Summer Ceremonial

(3) U.S. Navy Band - Full Dress White

(4) Support Personnel - Service Dress White

(5) Escort Officers/Ushers - Full Dress White (*w/o swords*)

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(6) Guests - Summer White (*Equivalent for members of other services*) and appropriate civilian attire (*Business Suit*)

d. Honors

(1) Upon arrival, GEN Robertson receives four Ruffles and Flourishes followed by the General's March and 17-gun salute.

(2) During the ceremony Vice Admiral Holder will receive three Ruffles and Flourishes followed by the Admiral's March and a 15-gun salute. Rear Admiral Brewer receive two Ruffles and Flourishes followed by the Admiral's March and 13-gun salute.

e. Protocol

(1) Military personnel will remain covered at all times in Leutze Park and/or the Sail Loft.

(2) Military personnel will salute and guests will rise during the following events:

(a) National Anthem

(b) Military Honors

(c) Firing of the Gun Salutes

(d) Award Presentation

f. The Officer in Charge, Naval Medical Clinic, Washington Navy Yard, is requested to provide a Hospital Corpsman to assist as required.

g. Official Party

(1) General Charles T. Robertson, Jr, USAF, Commander in Chief, U.S. Transportation Command

(2) Admiral William J. Fallon, USN, Vice Chief of Naval Operations

(3) Vice Admiral Gordon S. Holder, USN, Commander, Military Sealift Command

(4) Rear Admiral David L. Brewer, III, USN, Prospective Commander, Military Sealift Command

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(5) Rear Admiral Christopher E. Weaver, USN, Commandant, Naval District Washington

(6) Captain Joan H. Wooten, Chaplain Corps, USNR

h. The Officer in Charge/Leader, Navy Band, is requested to provide ceremonial band.

i. NDW security is requested to provide one saluting battery and crew.

j. The Officer in Charge, Ceremonial Guard, is requested to provide color guard and one saluting battery and crew.

k. The Manager, Visiting Flag Quarters, is requested to prepare Quarters P-6 for a pre-ceremony gathering for the official party.

l. The Naval Station Washington Staff Civil Engineer is requested to arrange for the following:

(1) Two lecterns with microphones and sound system.

(2) Six leather high-backed (*VIP*) chairs for Official Party.

(3) 20 leather high-backed (*VIP*) chairs for front row.

(4) 500 stack chairs for general seating section.

(5) 20 VIP parking spaces near ceremony site (*Dispensary's parking lot*).

(6) 30 VIP parking spaces on Dahlgren Avenue (*inside Latrobe Gate adjacent to Leutze Park*) for the immediate family.

(7) 300 general parking spaces in parking garages.

(8) Five sedans with drivers for the Official Party.

(9) Two shuttle buses with drivers for transporting handicapped guests from ceremonial lot to Leutze Park / Sail Loft and thence to reception site.

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3. Action

a. A rehearsal will be conducted at 1000 on 29 August 2001, in Leutze Park, Washington Navy Yard. All participants in the ceremony (*less those in the official party*), escort officers, ushers and designated support personnel will attend the rehearsal.

b. Supporting commands are requested and subordinate elements are directed to implement their respective portions of enclosures (1) and (2).

//S//

JOHN B. STROTT

Chief of Staff

Distribution:

COMSCINST 5215.5

List I (*Case A, B, C*)

Navy Band

NDW (*Code 31*) (*10 copies*)

**MILITARY SEALIFT COMMAND
CHANGE OF COMMAND CEREMONY
SEQUENCE OF EVENTS**

Honors to CINC

Colors (presented and posted – Navy Color Guard)

Invocation

RADM Weaver welcome comments

VADM Holder introduces VCNO

VCNO comments

VADM Holder introduces CINCTRANS

CINC delivers principal address

CINC award presentation

MOC introduces VADM Holder

VADM Holder remarks

Reading of Orders (VADM Holder)

Honors for VADM Holder

Presentation of flag flown around the world

MOC introduces RADM Brewer

Reading of Orders (RADM Brewer)

Report relief to VCNO and CINCTRANS
(VADM Holder and RADM Brewer)

Honors for RADM Brewer

RADM Brewer remarks

Benediction

Navy Band plays Merchant Marine song and Anchors Aweigh

Colors Retired

MOC concludes ceremony and invites all to reception

Official Party departs as Navy Band plays Traveling Music

**MILITARY SEALIFT COMMAND
CHANGE OF COMMAND CEREMONY**

Fair Weather Plan = Leutze Park

SEQUENCE OF EVENTS AND CEREMONIAL SCRIPT

1. The Master of Ceremonies will be CAPT John Strott, USN, Chief of Staff, Military Sealift Command:

Time	Event
0600	- Decision time for Foul Weather option.
0900	- All preparations complete. Test PA system. Final Inspection by N002/N02 (<i>PWC has electrician standing by</i>).
0905	- Navy Color Guard assembles at Leutze Park. - Ushers assemble at Leutze Park.
0915	- All participants muster at appointed places (<i>M/C, ushers, band, saluting battery crew, parking directors and vehicle drivers</i>).
0915	- Shuttle buses begin shuttling ceremony guests from Navy Museum parking garage to Leutze Park. Busses will run a continuous route at 5-minute intervals.
0925	- Escorts (Brewer family members) and (Holder family members) assemble at Visiting Flag Officers' Quarters.
0930	- All members of the Official Party assemble in the Visiting Flag Officers' Quarters for a pre-ceremony brief.
0930	- Navy Band takes position and commences playing.
0940	- Master of Ceremonies (MC) assumes position at podium.
0945	- Navy Color Guard takes its position.
0945	- Spouses/Guests depart the Visiting Flag Officers' Quarters for Leutze Park, accompanied by VP escorts.
0947	- Briefing of ceremonial events by MSC Flag Secretary & NDW Flag Aide to Official Party in Visiting Flag Officers' Quarters.

0950 CAPT Strott: "GOOD MORNING, LADIES AND GENTLEMEN, AND WELCOME TO THE CHANGE OF COMMAND FOR THE MILITARY SEALIFT COMMAND.

MILITARY PERSONNEL SHOULD REMAIN COVERED.

(pause...)

"ADVANCE THE COLORS."

Band plays Colors March
Navy Color Guard (NCG) advances Colors.
NCG presents Colors.

0958 Official Party departs for Leutze Park
All guests should be present and seated (*less official party*).

1000 Official party arrives at Leutze Park

1000 - POIC begins ceremony by cueing Band to commence ceremony.
Band sounds "*Attention.*"
VADM Holder's flag is broken at the eastern yardarm in park.

1000 CAPT Strott: **"WILL YOU PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY."**

- Official party moves to positions for the rendering of arrival honors to CINC TRANSCOM.
- Band plays four Ruffles and Flourishes, followed by the Admiral's March. At conclusion of music, saluting battery fires a 17-gun salute. Master of Ceremonies (CAPT Strott) starts salute at beginning of music and holds his salute until last gun has sounded.
- CINC flag is broken at western yardarm in park.
- Members of Official Party remain at their honors positions.

CAPT Strott: **"LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM."**

- All remain standing while National Anthem is played.
- Band plays National Anthem. Master of Ceremonies, Official Party, and all "covered" military personnel salute, and hold salute until National Anthem is completed.

CAPT Strott: **"POST THE COLORS"** (Pause while music is played as the Colors are posted. At the first note of the music start salute, drop salute when NCG passes the flag pole marker.)

After the posting of colors, Official Party moves to its seats on the dais and remains standing, facing audience.

CAPT Strott: **"CAPTAIN JOAN WOOTEN, MILITARY SEALIFT COMMAND CHAPLAIN, WILL NOW DELIVER THE INVOCATION"**

CHAP Wooten: Delivers invocation.

CAPT Strott: **"WILL THE GUESTS PLEASE BE SEATED."** (*Official Party also sits down and removes gloves.*)

CAPT Strott: **"LADIES AND GENTLEMEN, REAR ADMIRAL CHRISTOPHER E. WEAVER, COMMANDANT, NAVAL DISTRICT WASHINGTON."**

- RADM Weaver:** Offers his remarks, and then returns to his seat.
- CAPT Strott:** ***“LADIES AND GENTLEMEN, VICE ADMIRAL GORDON S. HOLDER.”***
- VADM Holder:** ***“IT IS NOW MY PLEASURE TO INTRODUCE ADMIRAL WILLIAM J. FALLON, UNITED STATES NAVY, VICE CHIEF OF NAVAL OPERATIONS.”***
- Returns to seat
- ADM Fallon:** Offers his remarks. Upon conclusion of these remarks, ADM Fallon returns to his seat.
- VADM Holder:** ***“IT IS NOW MY PLEASURE TO INTRODUCE GENERAL “TONY” ROBERTSON, UNITED STATES AIR FORCE; COMMANDER IN CHIEF, UNITED STATES TRANSPORTATION COMMAND; AND COMMANDER, AIR MOBILITY COMMAND.”***
- Returns to seat
- GEN Robertson:** - Remarks as principal speaker
Invites VADM Holder to the podium for award.
- GEN Robertson:** ***“CAPT STROTT, PLEASE READ THE AWARD CITATION.”***
- CAPT Strott:** ***“WILL THE GUESTS PLEASE RISE.”***
- CAPT Strott reads the award citation. (See other side of notebook.)
- Gen. Robertson pins Defense Distinguished Service Medal on VADM Holder.
- After pinning medal, Gen. Robertson returns to his seat.
- VADM Holder remains at the podium.
- CAPT Strott:** ***“WILL THE GUESTS PLEASE BE SEATED.”***
- CAPT Strott:** ***“LADIES AND GENTLEMEN VICE ADMIRAL GORDON S. HOLDER, COMMANDER, MILITARY SEALIFT COMMAND.”***
- VADM Holder:** Offers his “Change of Command” remarks.
- On cue from VADM Holder, flowers will be presented to Mrs. Holder, Mrs. Stivers (mother), and Mrs. Taylor (mother-in-law) by LT Parran and CPT Smith.
- After flowers have been presented, VADM Holder concludes by saying:
- VADM Holder:** ***“I WILL NOW READ MY ORDERS.”*** (Pause)

CAPT Strott: ***“WILL THE GUESTS PLEASE RISE.”***

VADM Holder: Reads his orders. Faces CAPT Strott and orders: ***“CAPT STROTT, HAUL DOWN MY FLAG.”***

CAPT Strott: ***“AYE, AYE, SIR. HAUL DOWN VICE ADMIRAL HOLDER’S FLAG.”***

- Band plays three Ruffles and Flourishes followed by Admiral’s March. Platform participants stand, face forward and salute. At conclusion of music, saluting battery fires a 15-gun salute. Master of Ceremonies (CAPT Strott) holds his salute until the final gun has sounded.
- At the sound of final gun, VADM Holder’s flag is hauled down from east yardarm in park.

CAPT Strott: ***“ADMIRAL, YOUR FLAG HAS BEEN HAULED DOWN.”***

CAPT Strott: ***“VICE ADMIRAL HOLDER WILL NOW BE PRESENTED WITH HIS PERSONAL FLAG AND LOG BOOK BY MASTER CHIEF PETTY OFFICER MICHAEL OLDKNOW, THE FORCE MASTER CHIEF PETTY OFFICER FOR THE MILITARY SEALIFT COMMAND.”***

- Master Chief Oldknow hands personal flag and log to VADM Holder.

CAPT Strott: ***“THIS FLAG, AND LOG, OVER THE LAST THREE MONTHS, HAVE JOURNEYED AROUND THE WORLD, AND THE FLAG HAS FLOWN FROM EVERY SHIP, STATION, AND OFFICE IN MILITARY SEA LIFT COMMAND.”***

- VADM Holder hands the Flag and Log Book back to Master Chief Oldknow, they shake hands, CNOMC Oldknow salutes and returns to his seat with them.
- (Pause.)

VADM Holder: ***“ADMIRAL BREWER, I AM READY TO BE RELIEVED.”***

- VADM Holder takes three steps to his right, away from the podium, but remains standing.

CAPT Strott: ***“LADIES AND GENTLEMEN, REAR ADMIRAL DAVID L. BREWER, UNITED STATES NAVY.”***

RADM Brewer: (Steps up to the podium) ***“I WILL NOW READ MY ORDERS***
(Pause)

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- Reads his orders. VADM Holder steps back toward podium and stands with RADM Brewer.

RADM Brewer: Faces VADM Holder, salutes and says: ***“SIR, I RELIEVE YOU.”***

VADM Holder: Returns salute and says: ***“I STAND RELIEVED.”***

- VADM Holder and RADM Brewer turn and face ADM Fallon.
- ADM Fallon stands.

VADM Holder: ***“SIR, I HAVE BEEN PROPERLY RELIEVED AS COMMANDER, MILITARY SEALIFT COMMAND.”***

ADM Fallon: ***“VERY WELL.”***

RADM Brewer: Facing ADM Fallon, says: ***“SIR, I REPORT FOR DUTY AS COMMANDER, MILITARY SEALIFT COMMAND.”***

ADM Fallon: ***“VERY WELL.”***

- ADM Fallon remains standing.
- VADM Holder and RADM Brewer turn and face GEN Robertson.

VADM Holder: ***“SIR, I HAVE BEEN PROPERLY RELIEVED AS SEALIFT COMPONENT COMMANDER, UNITED STATES TRANSPORTATION COMMAND.”***

GEN Robertson: ***“VERY WELL.”***

RADM Brewer: Facing GEN Robertson, says: ***“SIR, I REPORT FOR DUTY AS SEALIFT COMPONENT COMMANDER, UNITED STATES TRANSPORTATION COMMAND.”***

GEN Robertson: ***“VERY WELL.”***

- VADM Holder returns to seat, but remains standing.

RADM Brewer: Turns toward CAPT Strott and orders: ***“CAPT STROTT, BREAK MY FLAG.”***

CAPT Strott: ***“AYE, AYE, SIR. BREAK REAR ADMIRAL BREWER’S FLAG.”***

- Band plays two Ruffles and Flourishes followed by Admiral’s March. Official Party participants stand, face forward and salute. Master of Ceremonies holds salute until all 13 guns have sounded.
- At the sound of first gun, RADM Brewer’s flag is broken on east yardarm in park.

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- CAPT Strott:** ***“ADMIRAL, YOUR FLAG HAS BEEN BROKEN.”***
(Pause)
“WILL THE GUESTS PLEASE BE SEATED.”
- CAPT Strott:** ***“LADIES AND GENTLEMEN, REAR ADMIRAL DAVID L. BREWER, UNITED STATES NAVY, COMMANDER, MILITARY SEALIFT COMMAND.”***
- RADM Brewer:** - Makes “Assumption of Command” remarks. Upon conclusion, RADM Brewer returns to his seat and remains standing.
- CAPT Strott:** ***“WILL THE GUESTS PLEASE RISE”***

(Pause)
- CAPT Strott:** ***“CHAPLAIN WOOTEN WILL NOW DELIVER THE BENEDICTION.”***
- CHAP Wooten:** - Delivers benediction.

- Band softly plays “Eternal Father” during benediction.

- After benediction, Chaplain returns to seat.

- Official Party moves to Honors position.
- Navy Band:** Band pauses, then plays: Merchant Marine Song & Anchors Aweigh.
- CAPT Strott:** ***“RETIRE THE COLORS”***
(Pause while colors march is played as the Colors are retired.)
- CAPT Strott:** Que is when RADM Weaver starts to lead Official Party off the field.
“THIS CONCLUDES THE CHANGE OF COMMAND. WILL THE GUESTS PLEASE REMAIN UNTIL THE OFFICIAL PARTY HAS DEPARTED. EVERYONE IS CORDIALLY INVITED TO THE RECEPTION, WHICH FOLLOWS IMMEDIATELY AT THE NAVY MUSEUM. BUSSES ARE AVAILABLE TO ASSIST YOU IN GETTING TO THE MUSEUM.”

- Official party moves to awaiting cars.
- Band plays traveling music.
- Family members depart Leutze Park for Navy Museum in a mini bus.

**MILITARY SEALIFT COMMAND
CHANGE OF COMMAND CEREMONY
INCLEMENT WEATHER PLAN = Sail Loft**

SEQUENCE OF EVENTS AND CEREMONIAL SCRIPT

1. The Master of Ceremonies will be CAPT John Strott, USN, Chief of Staff, Military Sealift Command:

Time	Event
0900	- All preparations complete. Test PA system. Final Inspection by N01/N02 (<i>PWC has electrician standing by</i>).
0905	- Navy Color Guard assembles at the Sail Loft..
	- Ushers assemble at the Sail Loft..
0905	- Shuttle buses begin shuttling ceremony guests from Navy Museum parking garage to the Sail Loft. Buses will run a continuous route at 5-minute intervals.
0920	- Escorts and assemble at Visiting Flag Officers' Quarters.
0925	- All participants muster at appointed places (<i>M/C, ushers, band, saluting battery crew, and door openers</i>).
0930	- All members of the Official Party assemble in the Visiting Flag Officers' Quarters for a pre-ceremony brief.
0930	- Navy Band takes position and commences playing.
0935	- Briefing of ceremonial events by MSC Flag Secretary & NDW Flag Lieutenant to Official Party in Visiting Flag Officers' Quarters.
0940	- Master of Ceremonies (MC) assumes position at podium.
0940	- Chaplain departs Visiting Flag Officers' Quarters for the Sail Loft, proceeds to the Sail Loft, and takes her seat on the dais.
0945	- Navy Color Guard (NCG) takes its position at the back of the Sail Loft.
0945	- Spouses/Guests depart the Visiting Flag Officers' Quarters for the Sail Loft with escorts in MSC vans.
0950	- Official Party departs for the Sail Loft.
0955	- Ushers escort Spouses/Guests to assigned seats in Sail Loft.
0955	- All guests should be present and seated (<i>less Official Party</i>)
1000	- Official Party arrives at the Sail Loft.
1000	- CAPT Strott begins ceremony by cueing Band to commence ceremony.
	- Band sounds " <i>Attention.</i> "
	- VADM Holder's flag is broken at the eastern yardarm in park outside Sail Loft.

CAPT Strott: **"GOOD MORNING, LADIES AND GENTLEMEN, AND WELCOME TO THE CHANGE OF COMMAND FOR THE MILITARY SEALIFT COMMAND. WILL YOU PLEASE RISE FOR THE ARRIVAL OF THE OFFICIAL PARTY AND REMAIN STANDING FOR THE PRESENTATION OF COLORS, THE NATIONAL ANTHEM AND THE INVOCATION.**

- RADM Weaver escorts the Official Party to location for the rendering of incoming honors.
- Band plays four Ruffles and Flourishes, followed by the Admiral's March. At conclusion of music, saluting battery fires a 19-gun salute. Master of Ceremonies (CAPT Strott) starts salute at beginning of music and holds his salute until last gun has sounded.
- CINC flag is broken at western yardarm in park outside Sail Loft.
- Members of Official Party remain at their honors positions.

CAPT Strott: ***"ADVANCE THE COLORS."***

Band plays Colors March
NCG advances Colors. When NCG is in position and halted: Band plays "To the Colors."
NCG presents Colors.

CAPT Strott: Once music has stopped, and NCG has halted and ordered down:

"LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM."

- All remain standing while National Anthem is played.
- Band plays National Anthem. Master of Ceremonies and Official Party salute, and hold salute until National Anthem is completed.
- At conclusion of National Anthem, Official Party moves to its seats on the dais and remains standing, facing audience.

CAPT Strott: ***"CAPTAIN JOAN WOOTEN, MILITARY SEALIFT COMMAND CHAPLAIN, WILL NOW DELIVER THE INVOCATION"***

CHAP Wooten:

- Delivers invocation.
- At the conclusion of the invocation, the Official Party remains standing until the Colors are retired.

CAPT Strott: ***"RETIRE THE COLORS." (PAUSE while Colors are retired.)***

CAPT Strott: ***"WILL THE GUESTS PLEASE BE SEATED." (Official Party also sits down.)***

CAPT Strott: ***"LADIES AND GENTLEMEN, REAR ADMIRAL CHRISTOPHER E. WEAVER, COMMANDANT, NAVAL DISTRICT WASHINGTON."***

RADM Weaver comes to the podium.

RADM Weaver: Offers his remarks, and then returns to his seat.

CAPT Strott: ***"LADIES AND GENTLEMEN, VICE ADMIRAL GORDON S. HOLDER."***

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- VADM Holder:** ***“IT IS NOW MY PLEASURE TO INTRODUCE ADMIRAL WILLIAM J. FALLON, UNITED STATES NAVY, VICE CHIEF OF NAVAL OPERATIONS.”***
- Returns to seat
- ADM Fallon:** Offers his remarks. Upon conclusion of these remarks, ADM Fallon returns to his seat.
- VADM Holder:** ***“IT IS NOW MY PLEASURE TO INTRODUCE GENERAL “TONY” ROBERTSON, UNITED STATES AIR FORCE; COMMANDER IN CHIEF, UNITED STATES TRANSPORTATION COMMAND; AND COMMANDER, AIR MOBILITY COMMAND.”***
- Returns to seat
- GEN Robertson:** - Remarks as principal speaker
Invites VADM Holder to the podium for award.
- GEN Robertson:** ***“CAPT STROTT, PLEASE READ THE AWARD CITATION.”***
- CAPT Strott:** ***“WILL THE GUESTS PLEASE RISE.”***

- CAPT Strott reads the award citation. (See other side of notebook.)
- Gen. Robertson pins **Defense Distinguished Service Medal** on VADM Holder.
- After pinning medal, Gen. Robertson returns to his seat.
- VADM Holder remains at the podium.
- CAPT Strott:** ***“WILL THE GUESTS PLEASE BE SEATED.”***
- CAPT Strott:** ***“LADIES AND GENTLEMEN, VICE ADMIRAL GORDON S. HOLDER, COMMANDER, MILITARY SEALIFT COMMAND.”***
- VADM Holder:** Offers his “Change of Command” remarks.

- On cue from VADM Holder, flowers will be presented to Mrs. Holder, Mrs. Stivers (mother), and Mrs. Taylor (mother-in-law) by LT Parran and CPT Smith.
- After flowers have been presented, VADM Holder concludes by saying:
- VADM Holder:** ***“I WILL NOW READ MY ORDERS.”*** (Pause)
- CAPT Strott:** ***“WILL THE GUESTS PLEASE RISE.”***
- VADM Holder:** Reads his orders. Faces CAPT Strott and orders: ***“CAPT STROTT, HAUL DOWN MY FLAG.”***
- CAPT Strott:** ***“AYE, AYE, SIR. HAUL DOWN VICE ADMIRAL HOLDER’S FLAG.”***

- Band plays three Ruffles and Flourishes followed by Admiral's March. Platform participants stand, face forward and salute. At conclusion of music, saluting battery fires a 15-gun salute. Master of Ceremonies (CAPT Strott) holds his salute until the final gun has sounded.
- At the sound of final gun, VADM Holder's flag is hauled down from east yardarm in park.

CAPT Strott: ***"ADMIRAL, YOUR FLAG HAS BEEN HAULED DOWN."***

CAPT Strott: ***"VICE ADMIRAL HOLDER WILL NOW BE PRESENTED WITH HIS PERSONAL FLAG AND LOG BOOK BY MASTER CHIEF PETTY OFFICER MICHAEL OLDKNOW, THE FORCE MASTER CHIEF PETTY OFFICER FOR THE MILITARY SEALIFT COMMAND."***

- Master Chief Oldknow hands personal flag and log to VADM Holder.

CAPT Strott: ***"THIS FLAG, AND LOG, OVER THE LAST THREE MONTHS, HAVE JOURNEYED AROUND THE WORLD, AND THE FLAG HAS FLOWN FROM EVERY SHIP, STATION, AND OFFICE IN MILITARY SEA LIFT COMMAND."***

- VADM Holder hands the Flag and Log Book back to Master Chief Oldknow, they shake hands, CNOMC Oldknow salutes and returns to his seat with them.
- (Pause.)

VADM Holder: ***"ADMIRAL BREWER, I AM READY TO BE RELIEVED."***

- VADM Holder takes three steps to his right, away from the podium, but remains standing.

CAPT Strott: ***"LADIES AND GENTLEMEN, REAR ADMIRAL DAVID L. BREWER, UNITED STATES NAVY."***

RADM Brewer: (Steps up to the podium) ***"I WILL NOW READ MY ORDERS"*** (Pause)

- Reads his orders. VADM Holder steps back toward podium and stands with RADM Brewer.

RADM Brewer: Faces VADM Holder, salutes and says: ***"SIR, I RELIEVE YOU."***

VADM Holder: Returns salute and says: ***"I STAND RELIEVED."***

- VADM Holder and RADM Brewer turn and face ADM Fallon.
- ADM Fallon stands.

VADM Holder: ***"SIR, I HAVE BEEN PROPERLY RELIEVED AS COMMANDER, MILITARY SEALIFT COMMAND."***

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ADM Fallon: ***“VERY WELL.”***

RADM Brewer: Facing ADM Fallon, says: ***“SIR, I REPORT FOR DUTY AS COMMANDER, MILITARY SEALIFT COMMAND.”***

ADM Fallon: ***“VERY WELL.”***

- ADM Fallon remains standing.
- VADM Holder and RADM Brewer turn and face GEN Robertson.

VADM Holder: ***“SIR, I HAVE BEEN PROPERLY RELIEVED AS SEALIFT COMPONENT COMMANDER, UNITED STATES TRANSPORTATION COMMAND.”***

GEN Robertson: ***“VERY WELL.”***

RADM Brewer: Facing GEN Robertson, says: ***“SIR, I REPORT FOR DUTY AS SEALIFT COMPONENT COMMANDER, UNITED STATES TRANSPORTATION COMMAND.”***

GEN Robertson: ***“VERY WELL.”***

- VADM Holder returns to seat, but remains standing.

RADM Brewer: Turns toward CAPT Strott and orders: ***“CAPT STROTT, BREAK MY FLAG.”***

CAPT Strott: ***“AYE, AYE, SIR. BREAK REAR ADMIRAL BREWER’S FLAG.”***

- Band plays two Ruffles and Flourishes followed by Admiral’s March. Official Party participants stand, face forward and salute. Master of Ceremonies holds salute until all 13 guns have sounded.
- At the sound of first gun, RADM Brewer’s flag is broken on east yardarm in park.

CAPT Strott: ***“ADMIRAL, YOUR FLAG HAS BEEN BROKEN.”***

(Pause)

“WILL THE GUESTS PLEASE BE SEATED.”

CAPT Strott: ***“LADIES AND GENTLEMEN, REAR ADMIRAL DAVID L. BREWER, UNITED STATES NAVY, COMMANDER, MILITARY SEALIFT COMMAND.”***

RADM Brewer: - Makes “Assumption of Command” remarks. Upon conclusion, RADM Brewer returns to his seat and remains standing.

CAPT Strott: ***“WILL THE GUESTS PLEASE RISE FOR THE BENEDICTION AND REMAIN STANDING FOR THE DEPARTURE OF THE OFFICIAL PARTY AND THE FAMILIES OF OUR HONOREES. CHAPLAIN WOOTEN WILL NOW DELIVER THE BENEDICTION.”***

CHAP Wooten:

- Delivers benediction.
- Band softly plays “Eternal Father” during benediction.
- After benediction, Chaplain returns to seat.
- Official Party moves to Honors Positions.

Navy Band: Band pauses, then plays: Merchant Marine Song & Anchors Aweigh.

CAPT Strott: ***“THIS CONCLUDES THE CHANGE OF COMMAND. WILL THE GUESTS PLEASE REMAIN UNTIL THE OFFICIAL PARTY HAS DEPARTED. EVERYONE IS CORDIALLY INVITED TO THE RECEPTION, WHICH FOLLOWS IMMEDIATELY AT THE NAVY MUSEUM. BUSES ARE AVAILABLE TO ASSIST YOU IN GETTING TO THE MUSEUM.”***

- Official Party moves to awaiting cars.
- Band plays traveling music.
- Family members depart Sail Loft for Navy Museum in sedans.

CHANGE OF COMMAND POA&M ASSIGNMENTS

ACTION ITEM	ACTION OFFICER	DUE DATE
- CoC Committee Meetings (weekly)	ALL AOs	
- Book Leutze Park, Sail Loft and Navy Museum	CDR Schall	complete
- Confirm Ceremony Guard	LT Layman	complete
- Confirm Reception location	CDR Schall	complete
- Book all-service Color Guard	LT Layman	complete
- Confirm Band & Ceremony Location	CDR Schall	complete
- Request NDW Ceremonial Support	CDR Schall	complete
- Provide rough guest list to VADM Holder and RADM Brewer (every flag invited) Propellor Club does own list, RADM Brewer's writer to send personal list	CDR Schall	complete
- Arrange video	CDR Schall	complete
- VADM Holder's proof of invitations	Ms. Holtz	complete
- Invitation to printers	Ms. Holtz	complete
- FITREP inputs due	CDR Schall	complete
- Finalize Invitation Lists	CDR Schall/YNC Johnson	complete
- Invitation labels printed	YNC Johnson	complete
- Mail Invitations	YNC Johnson	complete
- Reserve Parking Spaces	CDR Schall	complete
- Mail profiles	YNC Johnson	complete
- Identify escort officers/ushers	CAPT Penix	complete
- Make Pre-Ceremony staging arrangements for VIPs	CAPT Black	complete

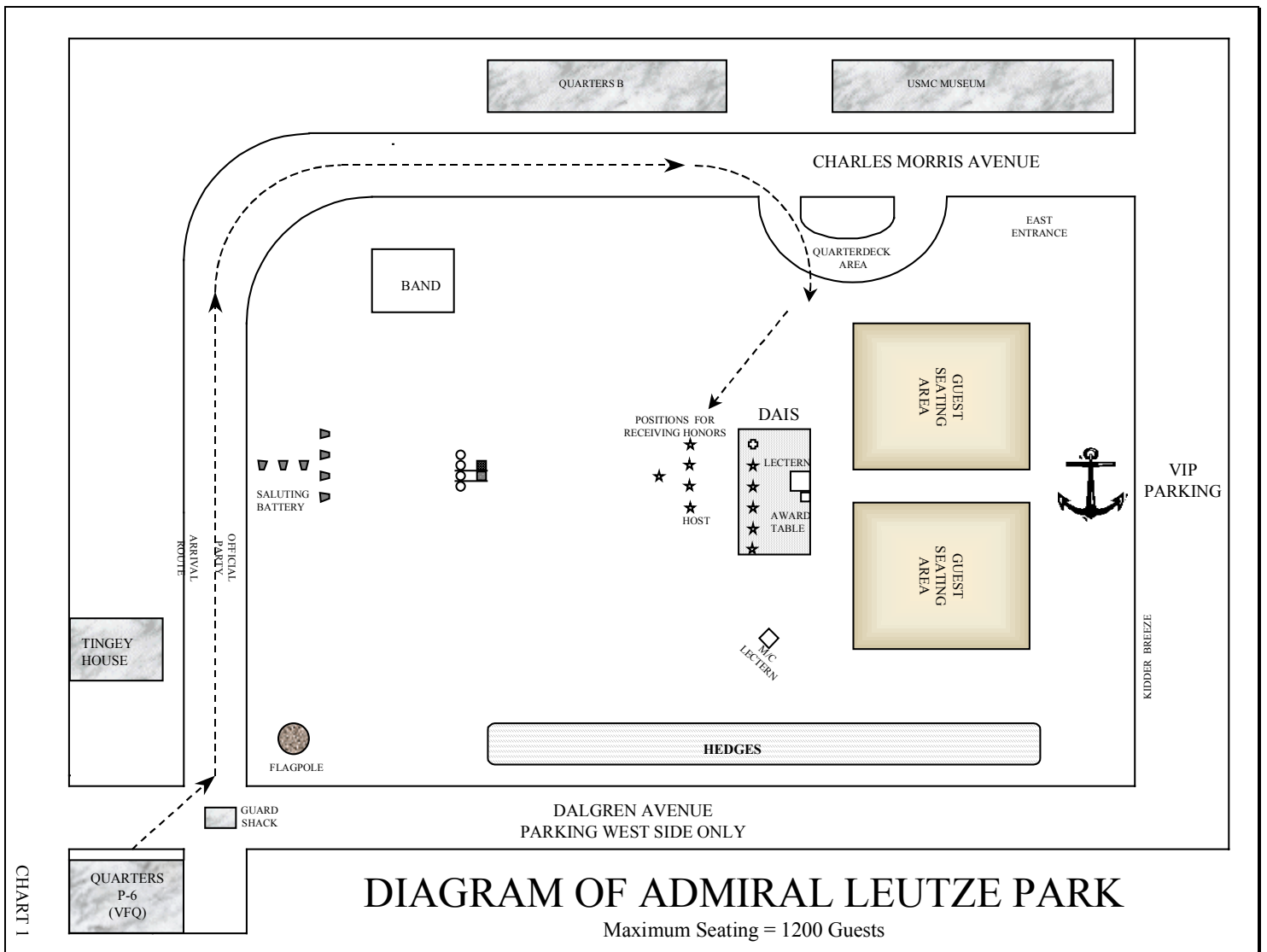
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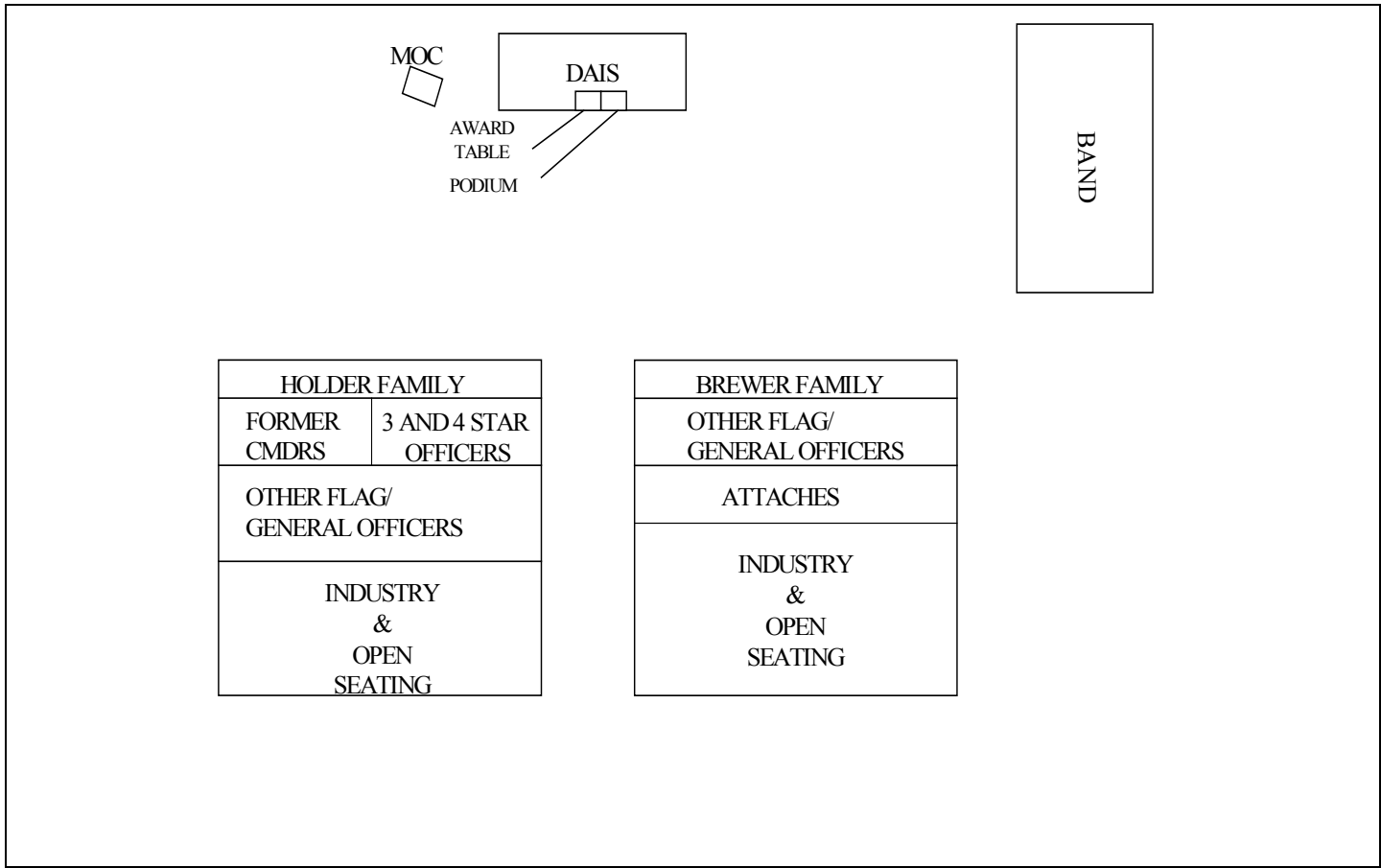
6 August 2001

- Program layout	Ms. Holtz	complete
- Program proofed by N00	Ms. Holtz	complete
- Review CoC Ceremony with NDW	CDR Schall	complete
- Program to Printers	Ms. Holtz	10 Aug
- Forward CoC Script to CINCTrans	CDR Schall	20 Aug
- Forward CoC Script to VCNO	CDR Schall	20 Aug
- Obtain Award citation for script notebook	LT Layman	21 Aug
- Arrange for flowers to be presented at CoC	LT Parran	23 Aug
- Submit CoC Message	LCDR Cali	23 Aug
- Submit Farewell Message	Ms. Holtz	23 Aug
- Draft CoC Speech	Ms. Holtz	24 Aug
- Arrange for Emergency Medical Assist	CAPT Puckett	complete
- Confirm caterers for post Ceremony Reception	CAPT Black	complete
- Submit Press Release	Ms. Holtz	TBD
- Submit seating chart for special guests	CDR Schall	24 Aug
- Prepare introduction for GEN Robertson	Ms. Holtz	24 Aug
- Finalize CoC speech	Ms. Holtz	27 Aug
- Draft Thank You Notes	YNC Johnson	27 Aug
- Confirm Emergency Medical Assist	CAPT Puckett	28 Aug
- Relieving letter complete	YNC Johnson	28 Aug
- Obtain copy of CINC rmks for Speakers Ntbk	Ms. Holtz	28 Aug
- Obtain copy of VCNO rmks for Ntbk	Ms. Holtz	28 Aug

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- Instruct Ushers	CAPT Parker	28 Aug
- Security Overview brief to N002	NDW Aide	28 Aug
- Instruct Escort Officers	CDR Ventura	28 Aug
- N00 Sign Thank You Notes	YNC Johnson	29 Aug
- Prepare seating markers for VIPs/Special Guests	YNC Johnson for CAPT Parker	29 Aug
- Prepare Speakers Notebook	CDR Schall	28 Aug
- Programs provided to Head Usher	Ms. Holtz	29 Aug
- Pickup walkie talkies	CAPT Parker	29 Aug
- Release CoC Message	RADM Brewer	30 Aug
- Release Farewell Message	VADM Holder	30 Aug
- CoC rehearsal w/all key personnel at 1000	ALL	30 Aug
- Pick up flowers ??	LT Parran	30 Aug





WITHOUT HONOR COMPANY

WARRINGTON AVENUE

MAIN ENTRANCE

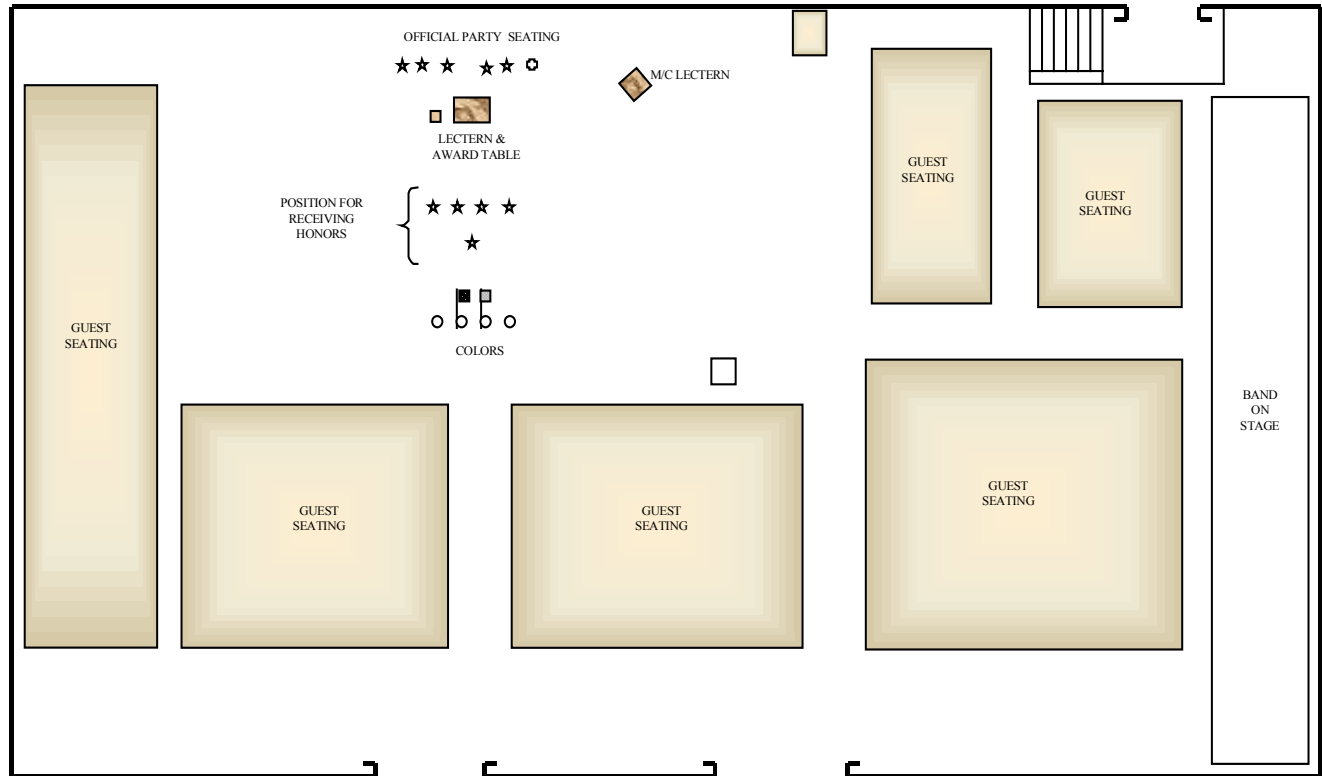


DIAGRAM OF CEREMONIAL AREA (FOUL WEATHER)
SAIL LOFT(BUILDING 112) WASHINGTON NAVY YARD

Maximum Seating = 830

CHART 7

BAND

OPEN
SEATING

OPEN
SEATING

MM

MOC

DAIS

AWARD
TABLE
PODIUM



ENTRY HONORS
CINC

MSC
STAFF

OPEN
SEATING

INDUSTRY
&
OPEN
SEATING

BREWER FAMILY
OTHER FLAG/
GENERAL OFFICERS

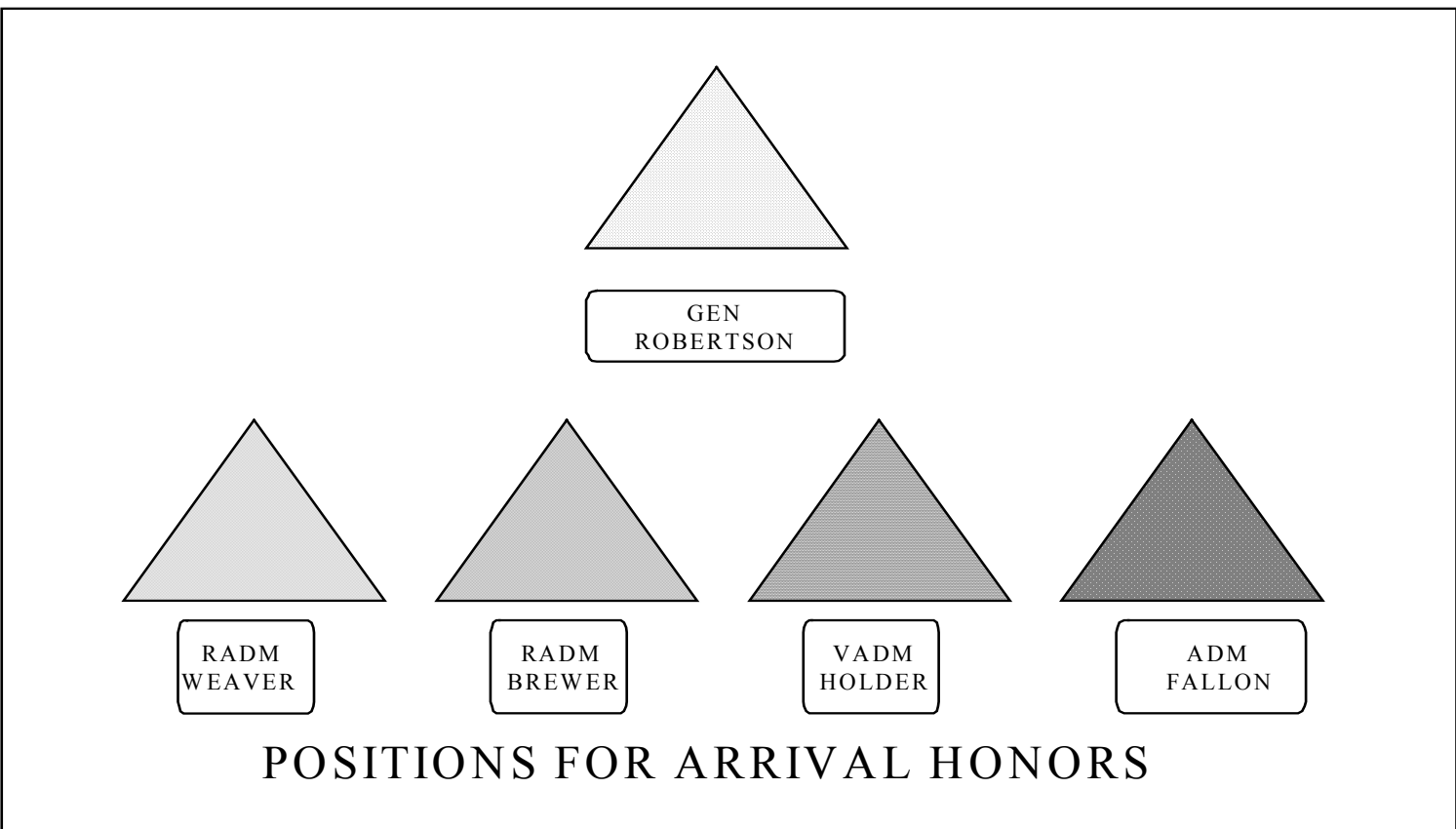
ATTACHES

HOLDER FAMILY
FORMER CMDRS 3 AND 4 STAR
OFFICERS

OTHER FLAG/
GENERAL OFFICERS

INDUSTRY
&
OPEN
SEATING

OPEN
SEATING



NOTE: Additional members of the Official Party should be positioned to the right of the Host in order of seniority.
(Junior nearest the Host).

